

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held at 3:00 p.m. in Arts Council Room, 160 Arts Building, **Thursday, April 28, 2011.**

PRESENT: Valerie Fortin, Fiona Lees (Acting Committee Secretary), Charlotte Légaré, Bruce Minorgan, Morton Mendelson (Chair), David Ragsdale, Desmond Tsang

REGRETS: Benoit Champagne, Cindy Smith

09.01 The Agenda was approved as circulated.

09.02 The Minutes from the meeting held April 14, 2011 were approved as circulated.

09.03 **BUSINESS ARISING**

(a) Chair's Topic of Discussion: Zero-Enrolment Courses – 10-SCTP-04-19

The Chair told members that units often keep courses inactive rather than retiring them, because of the ease of reactivating them when they are needed and the overall perception that having courses created is a lengthy and bureaucratic process. It has been suggested that the University retire courses with a set number of years of inactivity, but the Chair sought ideas and opinions from members about dealing with this issue. Many programs display these courses, but end up making a variety of substitutions, which impact degree audits of graduating student records. It was noted that it is unfair to students to list courses in programs that will essentially never be offered. One possible solution to the issue could be the use of slot courses; a small set of topics courses could be used for material that is taught only once in a while. It was queried why it was not possible to withhold inactive courses from display in the e-Calendar, to which the Chair responded that this would be an 'out-of-the-box' change to Banner, and the University is intent on limiting such changes.

SCTP agreed that we should not be continuing to maintain so many inactive courses and that some kind of clean up should be undertaken. The Chair summarized the discussion by suggesting that the approach to reducing inactive courses be that of 'spring cleaning'.

It was agreed that units should be provided with lists of courses that will be retired unless justification (e.g., program reasons) is provided for keeping them. Low-enrolment programs may drive low-enrolment courses.

Regardless, a wide choice in programs is not necessarily beneficial for students, inasmuch as it can create the need for additional advising; and there are also costs of carrying program information along. It was agreed that SCTP should routinely ask questions about the number of students who are enrolled in, and who have graduated from, programs that are submitted for revisions.

Secretary's note: Additional information requested by SCTP was received for the following previously-submitted proposal, reviewed by the Acting Chair of the April 14, 2011 SCTP meeting, and approved on behalf of SCTP:

Faculty of Agricultural and Environmental Sciences

- new option of existing program **B.Sc.(Nutr.Sc.); Major in Nutrition; Health and Disease** (90 cr.) [10-SCTP-04-17]; it will be reported to APC for approval.

09.04 **FACULTY OF ARTS – 10-SCTP-04-20**

School of Social Work

Ph.D. in Social Work (0 cr.) [joint with Université de Montréal (UdeM) and Université du Québec à Montréal (UQAM)]

Addition of UQAM as a partner in the Ph.D. in Social Work.

SCTP's requested changes:

- page 2 of supporting documentation indicated "Group D Thesis (75 credits)" – Verification is required, as it is not actually what appears in the McGill Calendar [McGill does not put a credit value on thesis courses]; but, if it is indicated here because UdeM and UQAM have a credit value, it should be noted in the document;
- page 3 of supporting documentation, item b), 'Total number of students: 71' seemed like a low figure and

should be verified;

- delete 'Joint' from the title of this degree [boxes 1.0 and 1.5];
- revise box 2 to read offering as 'McGill/UdeM/UQAM';
- box 1.4 – delete 'faculty program' as category;
- box 4.0 should be '0';
- box 6.0, 'Existing program', the line 'Requires 15 credits for courses, and 75 credits for a thesis' does not appear in the current McGill entry and should be deleted.

Revised program approved with these changes and verification; it will be reported to CGPS and APC for approval.

09.05 **FACULTY OF ENGINEERING – 10-SCTP-04-16**

School of Urban Planning

M.U.P.; Non-Thesis – Urban Planning (66 cr.)

Program revisions consisted of: required courses added; required courses deleted; complementary courses added; complementary courses deleted; other – number of credits to be chosen from complementary courses list.

SCTP requested:

- correct complementary courses credit weight to indicate "12 credits".

Revised program approved; it will be reported to CGPS and APC for information only.

09.06 **OTHER BUSINESS**

(a) Reports from Enrolment Services [ES] to SCTP

Report 11, dated April 28, 2011, from ES to SCTP was circulated electronically and approved.

The meeting ended at 4:00 pm.